



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: DEPUTY DIRECTOR - MONROE COMMUNITY HOSPITAL

SALARY: \$82,900 - \$106,907 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a high-level administrative position at Monroe Community Hospital responsible for the management and coordination of hospital departments that support patient and resident care and the assurance of conformity to standards of high quality care of the elderly and chronically ill. Assures compliance with the standards of medical care and coordination with medical administration; Responds to regulatory inquiries; Recommends policy and procedure changes; Participates in the budgetary process; Assumes responsibility for overall administration of the institution in the absence of the Executive Health director. The employee reports directly to and works under the general direction of the Executive Health Director. General supervision is exercised over a professional and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

The candidate must be licensed in good standing as a Nursing Home Administrator in New York State.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

Applications must be filled out in their entirety and can be downloaded from www.monroecounty.gov or www.monroehosp.org or obtained from:

Monroe Community Hospital
Personnel Department
435 East Henrietta Road
Rochester, NY 14620

Posting Deadline: May 7, 2013